

CHECKLIST

For Standard Operating Procedures

Instructions: Written standard operating procedures (SOP) are needed to guide the food safety and Hazard Analysis Critical Control Point (HACCP) program in your school. For each SOP, check **YES** if you have a written SOP, **NO** if you do not have a written SOP but you need to have it, and **N/A** if the SOP is not related to your school or district. Add other SOP as needed within each category.

Standard Operating Procedure	Yes	No	N/A
Personnel			
Employee health and personal hygiene			
Glove and utensil use			
Contact with blood and body fluids			
Handwashing			
Tasting method			
Eating and drinking in the workplace			
Other:			
General Equipment Use and Maintenance of Facilities			
Cleaning and sanitizing			
Laundry and linen use			
Machine warewashing			
Manual warewashing			
Facility and equipment maintenance			
Pest control			
Other:			
Purchasing			
Use of approved vendors			
Specification development and use			
Other:			
Receiving			
Receiving fresh, refrigerated, frozen foods			
Receiving chemicals			
Other:			
Storing			
Storing refrigerated and frozen foods			
Storing dry goods			
Storing chemicals			
Rotating stock using FIFO			
Other:			



Standard Operating Procedure	Yes	No	N/A
Food Preparation			
Calibration of thermometers			
Use of thermometers			
Thawing foods			
Preparing cold foods			
Preparing and cooking hot foods			
Holding foods			
Cooling foods			
Reheating foods			
Use and handling of leftovers			
Other:			
Transportation of Food			
Transporting food to satellite locations			
Temperature maintenance at the production kitchen			
Temperature maintenance at the receiving/service kitchen			
Transportation of food and equipment from receiving kitchen to production kitchen			
Other:			
Service			
Cleanliness and sanitation of service areas			
Cleanliness and sanitation of the dining room			
Service temperature			
Other:			
Consumer Communications			
Responding to a foodborne illness complaint			
Responding to a physical hazard complaint			
Other:			
HACCP			
Food Safety and HACCP training programs			
Self inspection for continuous quality improvement			
Food safety and HACCP program verification			
Record keeping and documentation			
Other:			
Employee Orientation			
New Employee Food Safety Checklist			
Other:			
Other			
Foodservice in emergency situations			
Closing the operation (end of school)			
Opening the operation (beginning of school)			
Visitors in foodservice			
Other:			

